

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000088

2. Reason for Submission

☐ Redescription
☐ Reestablishment
Explanation (Show any positions replaced)

3. Service

☐ New ☐ Dept'l ☒ Field
☒ Other

4. Employing Office Location

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Employment/Financial Stmt Required

☐ Yes ☒ No

9. Subject to IA Action

☒ Yes ☐ No

SPD

10. Position Status

☒ Competitive
☐ Excepted (Specify)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ Critical
☐ Noncritical
☒ Nonsensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Administrative Support Assistant	GS	0303	6		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

Department of Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position USOPM Job Family PCS for Clerical & Technical Acctg & Bdgt work, GS-0500, dtd 12/97 & for Asst work in Human Resources Mgt Grp, GS-0200, dtd 12/2000. * (Continued at bottom)

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Beard Aug 4-28-03
Carolyn Mack-Clary
Lead Human Resources Specialist R5

APPROVED FOR SERVICEWIDE USE

9/27/02
Date

* PCS for Misc Clerk & Asst Series, GS-303, dtd 11/79. PCS for Procurement Clerical and Technician Series, GS-1106 dtd 9/92. GLG for Clerical & Asst work, dtd 6/89

25. Description of Major Duties and Responsibilities (see attached)